

ADMINISTRATIVE - INTERNAL USE ONLY

DD/M&S 73-17ZZ

2 MAY 1973

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Planning, Programming
and Budgeting
Director of Security
Director of Training

SUBJECT : Saturday and Weekend Duty Officers

1. The DCI has directed that there will no longer be a weekend DCI duty officer. He has also suggested that the Directorates examine their weekend duty requirements and to make any necessary adjustments.

2. Accordingly, the DD/M&S is reexamining the need for a Directorate duty officer, since the DD/M&S is usually in his office on Saturday. Quite possibly there will be none, or duty may be rotated on an at-home, on-call basis among senior Directorate officers.

3. The DD/M&S asks that each Office Director also re-examine his office's current Saturday and weekend duty coverage as set forth in Administrative Instruction No. 72-2 of 18 January 1972. Please provide your comments and/or suggestions to me by 9 May 1973.



Executive Officer to the
Deputy Director
for Management and Services

STAT

EO-DD/M&S:LDP:kmg (2 May 73)

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